



JOB DESCRIPTION

Post: Midday Supervisor
Grade: 4

Responsible to: Headteacher

Post Summary

The midday supervisors will act on behalf of the Headteacher in accordance with agreed policies and procedures in taking responsibility for the health, safety, welfare and security of pupils on the school premises throughout the school lunch break.

Post Responsibilities

1. The postholder should arrange to be in school at least 5 minutes before they are due to take up their duties and should present themselves in a clean tidy manner. The postholder will be required to wear a protective overall or hi-vis waistcoat (provided). The postholder will be required to assist and supervise the clearing away and tidying of the eating areas.
2. The postholder is expected to assist the children generally with their social training, particular attention should be paid to:-
 - a) ensuring that children eat their food and behave in a generally socially acceptable manner. Children with obvious fads should be encouraged to eat, but no insistence should be made to make children eat a particular part of any meal.
 - b) Noise other than normal conversation should be checked quickly and quietly; there should be no shouting from one table to another.
 - c) Children with 'messy' tables should be encouraged to pay more attention to the way in which they eat their food. Those with pre-packed sandwich meals should be encouraged to leave all crumbs and oddments of food within their containers.
 - d) Those purchasing food or drink should be encouraged to queue sensibly, returning to their seat before eating or drinking.
 - e) Assistance should be given to any child having difficulty using a knife and fork; occasionally the younger children may need assistance, cutting food etc.
 - f) Those entering or leaving the hall should do so sensibly without banging their sandwich containers on the tables.
 - g) Where and whenever possible boys and girls should be encouraged to sit together.
3. The postholder should fully supervise all areas in use by children at lunchtimes. The supervision of outdoor areas will be as the rota dictates at the time. Children should be encouraged to play games, be active and make use of the available play and sports equipment.
4. The postholder should ensure pupils maintain good order and discipline, dealing as appropriate (including restraint) with all incidents or disorder to ensure disruption is minimised. All supervisors should be familiar with and use the measures identified in the school's Behaviour Policy, referring pupils where necessary to the Headteacher or other senior staff.
5. During wet weather all children will be based in their own work areas/classrooms unless given specific permission to be elsewhere. Children should be sitting at a table or on the carpet occupied in some quiet activity i.e. reading, drawing, colouring, jig-saw puzzles etc. The children should be encouraged to pack up their wet-weather activities at 1:00pm.
6. Midday supervisors will be allocated to class/classes as per rota during wet weather and should leave at 1:05pm, leaving the area tidy and orderly. It is the responsibility of the supervisor to liaise with the teacher regarding permissible use of equipment/activities throughout the lunchtime break.
7. The supervisors are expected to look after minor cuts and abrasions that are every day occurrences whilst relating to school policy and guidelines for accidents and their treatment. Supervisors are

encouraged to gain First Aid qualifications – training to be provided by the school. Once Midday Supervisors are qualified, any First Aid needs of pupils or staff should be met, seeking second opinions from other qualified staff when necessary.

8. Leave of absence should be requested in writing, in good time, to the Headteacher. Holidays should not be taken during term time and will only be granted in exceptional circumstances following a written request to the Headteacher.
10. Absence, through illness or other acceptable reasons, should be notified as soon as possible as per school policy.

PERSON SPECIFICATION

	Essential	Desirable
Good communication skills	✓	
Ability to understand and follow instructions and relevant procedures	✓	
Sense of humour	✓	
An empathy with and understanding of children	✓	
A basic understanding of Safeguarding Children	✓	
Satisfactory Enhanced DBS certificate and validated references	✓	
First Aid qualification		✓
Experience of volunteer/paid work with primary aged children		✓

What do our children want from a Midday Supervisor?

A midday supervisor should be:-



They will:-

- ❖ Sort out arguments
- ❖ Help you if you are hurt
- ❖ Listen to us and not ignore us
- ❖ Look after us if we're upset
- ❖ Play games with us
- ❖ Find us friends to play with
- ❖ Be good at clearing up